Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Direct Certification Report for Free School Meals

User's Guide

Questions?
E-mail: cepi@michigan.gov
Contact: 517.335.0505

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Introduction

The Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004, (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under the Food Stamp program as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS).

This requirement is being phased-in over three years for public and non-public school districts:

- For the 2006-2007 school year, this requirement applied to school districts with more than 25,000 students enrolled the prior year.
- For the 2007-2008 school year, this requirement will apply to school districts with more than 10,000 students enrolled the prior year (for nonpublic districts, this includes the Archdiocese of Detroit).
- For the 2008-2009 school year, this requirement will apply to all school districts.

The United States Department of Agriculture has provided grant funds to the Michigan Department of Education (MDE) to develop a new process to ensure that all LEAs in Michigan can comply with the National School Lunch Program (NSLP) Direct Certification requirement. Beginning in August 2007, a Direct Certification Report through the Single Record Student Database/Unique Identification Code (SRSD/UIC) Application will be available for all public school districts and the Archdiocese of Detroit. All other nonpublic schools will be provided access to the report in the 2008-2009 school year.

The Direct Certification Report replaces the data file of children of food stamp recipients who reside in zip code areas (provided by DHS) that MDE had previously mailed to local districts every summer. The new report will match data from DHS with student enrollment data reported by school districts in the SRSD. Matched students will be certified as eligible for free school meals. Each LEA must then notify these households that the children, as directly certified, are eligible for free benefits, no further application is necessary or someone from the household must notify the school if it does not want free school meal benefits for its children. For more information, please refer to the *Eligibility Guidance for School Meals Manual* at

http://www.fns.usda.gov/cnd/Guidance/default.htm.

For More Information about the Direct Certification Report

To find out more information about the Direct Certification Report, please go to www.michigan.gov/cepi. Click on "MEIS Data Services", then "Direct Certification Report". Here you will find general information about the report, including customer support materials and the report file layout.

The direct link is: http://www.michigan.gov/cepi/0,1607,7-113-986_46967---,00.html.

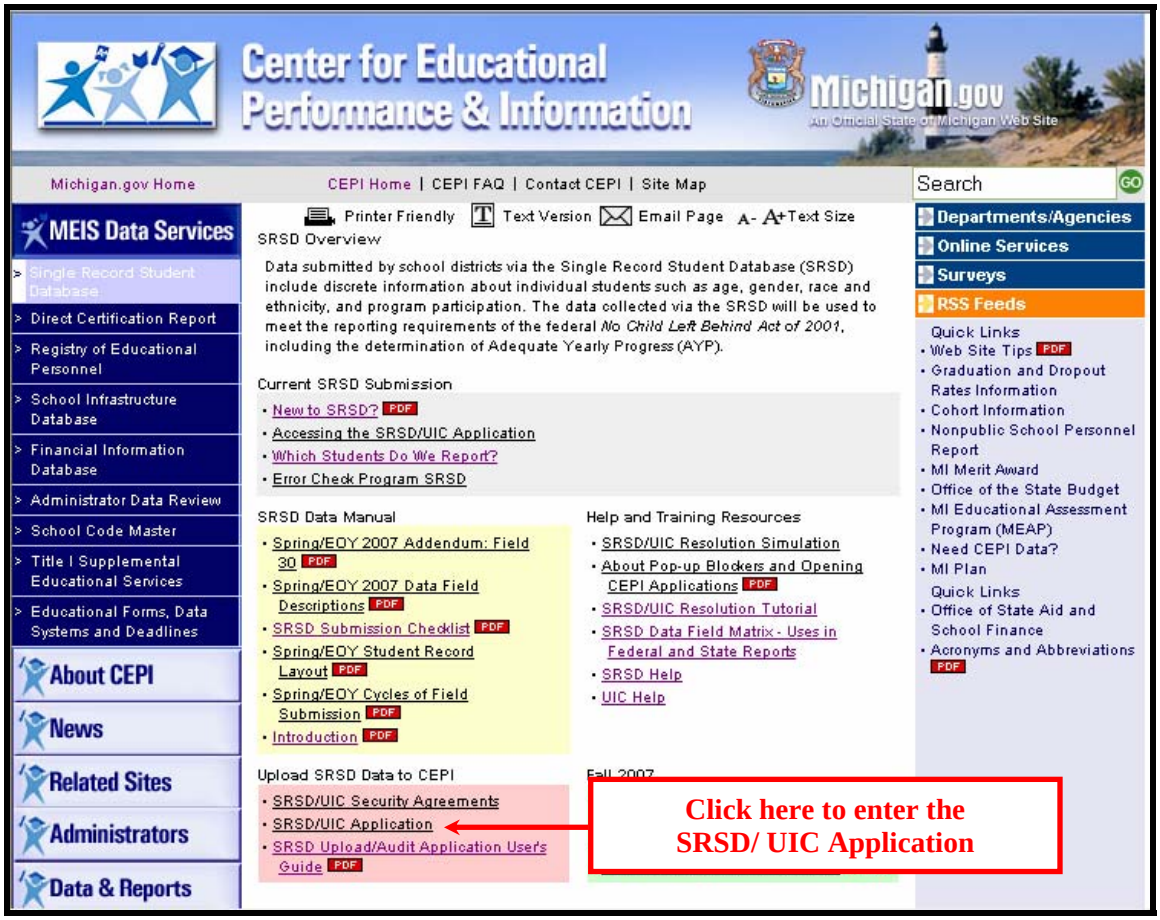
If you have any further questions, please send an e-mail message to CEPI Customer Support at CEPI@michigan.gov, or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable) along with your message.

Report Access

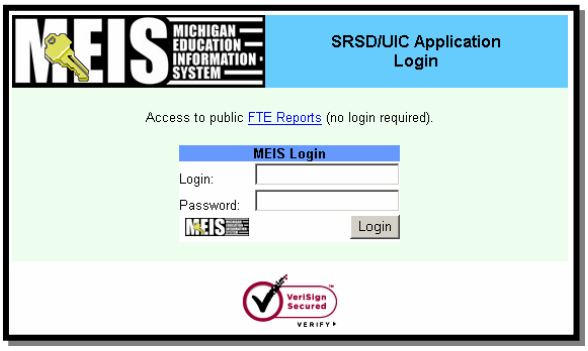
Any SRSD/UIC Application authorized user with the UIC resolver role (edit only) will have access to the direct certification report through the SRSD Application. We encourage you to contact your district's UIC resolver to make arrangements for obtaining the Direct Certification Report. A list of UIC resolvers, by district, can be obtained at the following Web address:

https://cepi.state.mi.us/SRSD/CEPI_Reports/SRSDResolver.asp.

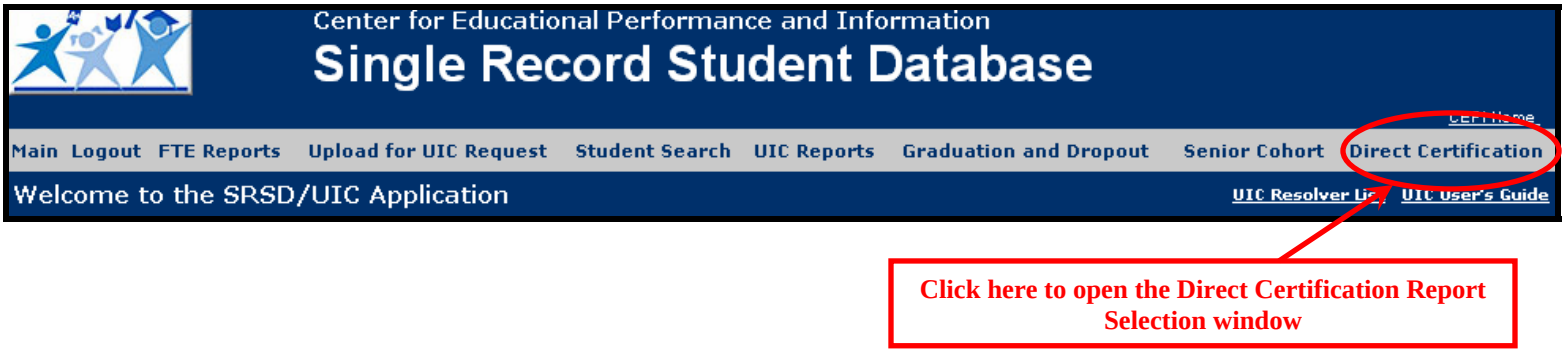
Users can access the SRSD/UIC Application from the SRSD home page by clicking on the "SRSD/UIC Application" link in the pink box titled, "Upload SRSD Data to CEPI", located in the bottom left-hand quadrant of the screen. A link to the SRSD/UIC Application is also available on the Direct Certification Report Web page.



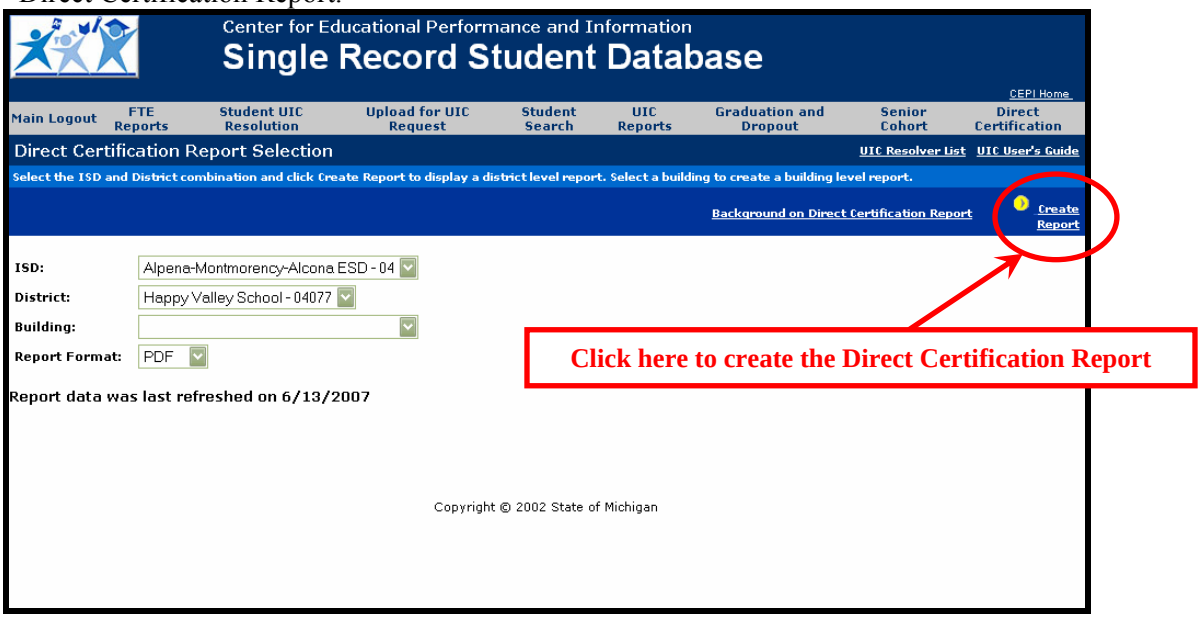
MEIS Login Screen. When you click on "SRSD/UIC Application," the following screen will be displayed. To download a Direct Certification Report for your district or building, follow the steps listed below:



1. Click in the Login box.
2. Type your Login User Name.
3. Press the Tab key on your keyboard to go to the Password box or put your cursor in the Password box.
4. Type your Password.
5. Click on the Login button.
6. Once you have logged in to the application, click on the "Direct Certification" link in the toolbar menu.



7. Select the ISD and District (Building is optional), whose Direct Certification Report you wish to view from the drop-down menus. Choose your preference for the Direct Certification Report format (hypertext markup language [HTML], portable document format [PDF], or comma-separated values [CSV]). **NOTE: When creating a district report, do not select a building. The building drop-down menu will be blank.**
8. Choose the "Create Report" button. Review Appendix B for an explanation of all fields in the Direct Certification Report.



Direct Certification Report Formats

HTML & PDF Formats

Below is an example of the HTML and PDF formats of the Direct Certification Report. The data in these reports are sorted by building. The intermediate school district (ISD) name and number, along with the district name and number, are listed at the top of the report. The HTML and PDF reports also include the total number of students eligible for free school meals by building.

Direct Certification Report

04 Alpena-Montmorency-Alcona ESD
04077 Happy Valley School

78998

Happy Valley High School

UIC		FirstName	MI	Last Name	DOB	Gender	Student ID	Matched Date
7853290282		Harold	J	Bradley	12/14/1990	M		6/13/2007
8319160501		Deborah	D	Dawson	11/12/1990	F		6/13/2007
7234073322		Robert	W	Grant	01/01/1991	M		6/13/2007
7830246169		Sarah	A	Kendall	03/28/1991	F		6/13/2007
8099161063	*	William	J	Martin	03/15/1991	M		6/13/2007
8131408156		John	A	Smith	07/04/1998	M		6/13/2007

Total Students: 6

78999

Green Acre Elementary School

UIC		FirstName	MI	Last Name	DOB	Gender	Student ID	Matched Date
2622224018		John	B	Doe	01/01/2000	M		6/13/2007
6308453806		Mary	A	Jones	03/28/2000	F		6/13/2007
0267044423	*	James		Powers	12/14/1999	M		6/13/2007
4700355789		Cynthia	L	Smith	03/15/2000	F		6/13/2007
3533918972		Michael		Wilson	11/12/1999	M		6/13/2007

Total Students: 5

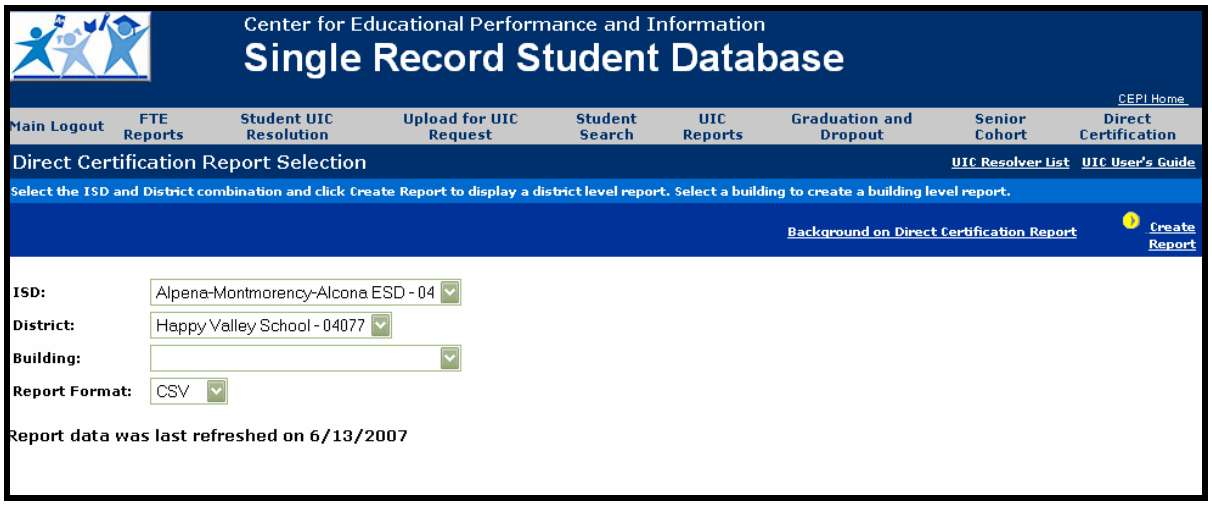
DirectCert

CSV Format

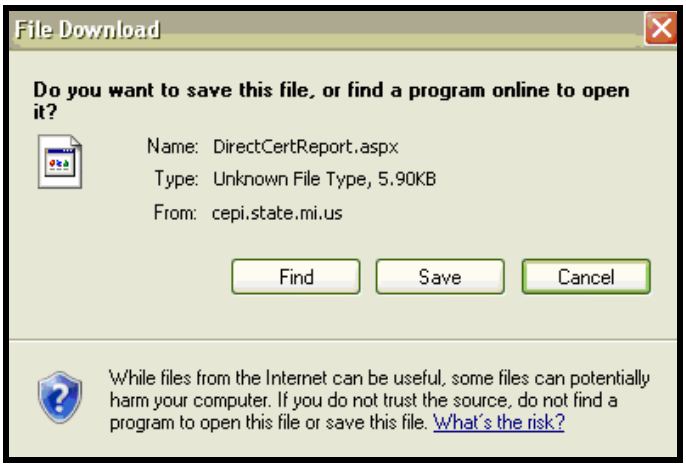
The CSV file format is provided as a means to assist districts in updating their local student information systems and point-of-sale (POS) systems with information about those students who are directly certified as eligible for free school meals. Typically, this information will be imported by linking on the UIC or local student ID number assigned by the district. If you need assistance on how to import this information, please contact your student information system vendor, POS system vendor or local information technology support staff.

To download a Direct Certification Report in the CSV file format:

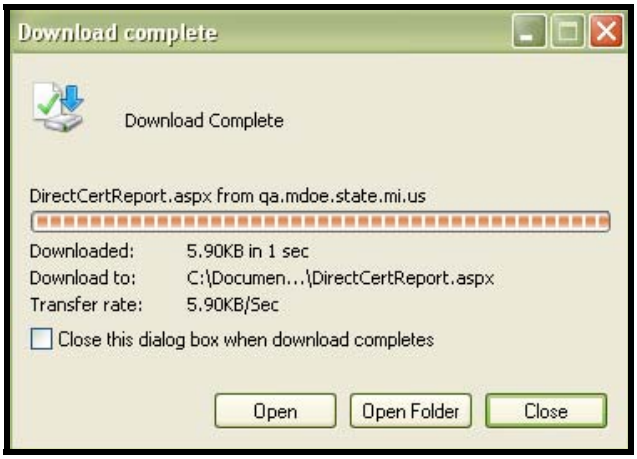
1. Select the ISD and District (Building is optional), whose Direct Certification Report you wish to view from the drop-down menus. **NOTE: When creating a district report, do not select a building. The building drop-down menu will be blank.**
2. Select "CSV" from the Report Format drop-down menu.
3. Choose the "Create Report" button.



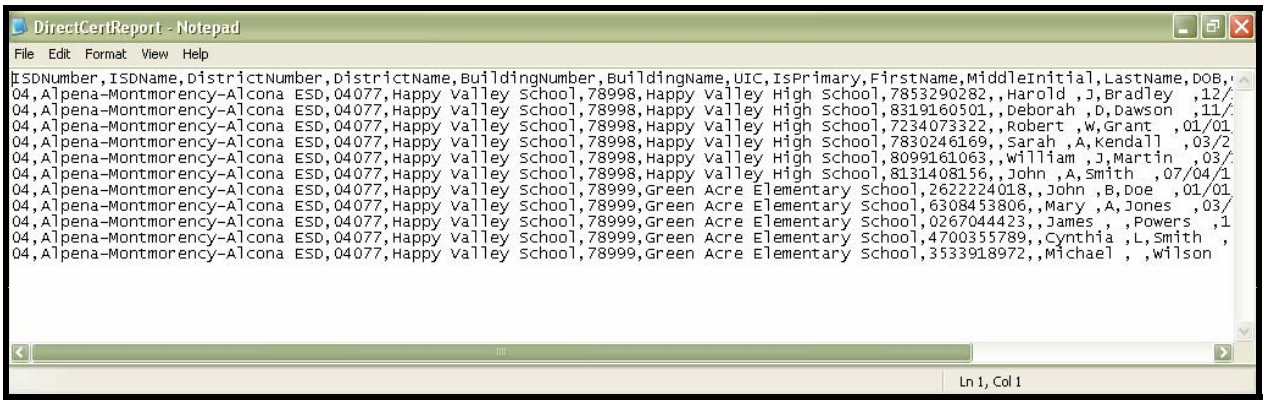
4. The following screen will be displayed. Click "Save" and choose the directory where you would like your report to be saved.



5. Once the report has been downloaded, the following screen will appear. Click "Open" to launch the Direct Certification Report.

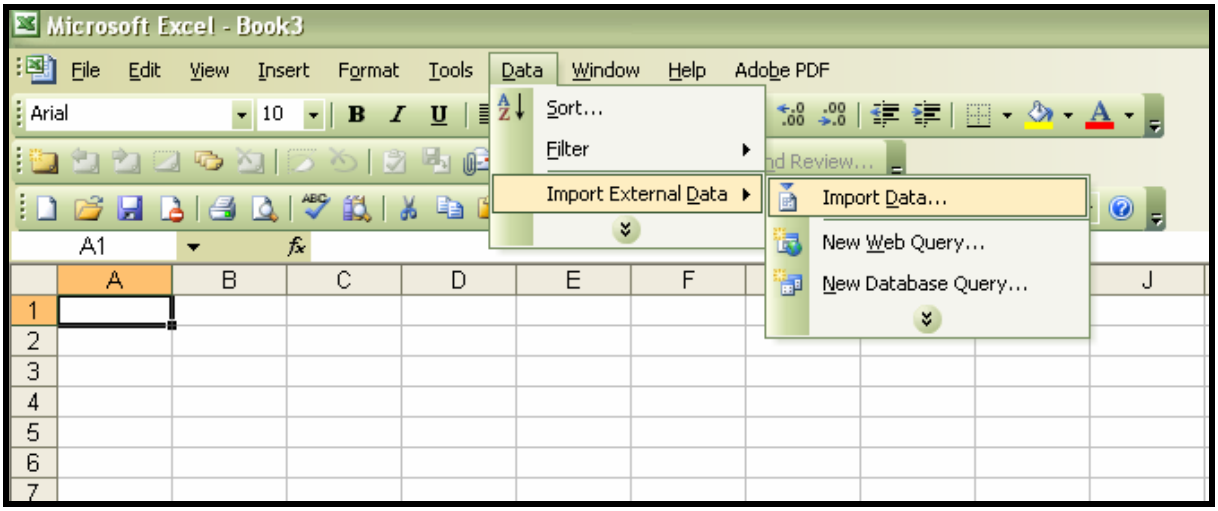


Below is an example of the CSV format of the Direct Certification Report. Reference Appendix A for importing a CSV file into Microsoft Excel.

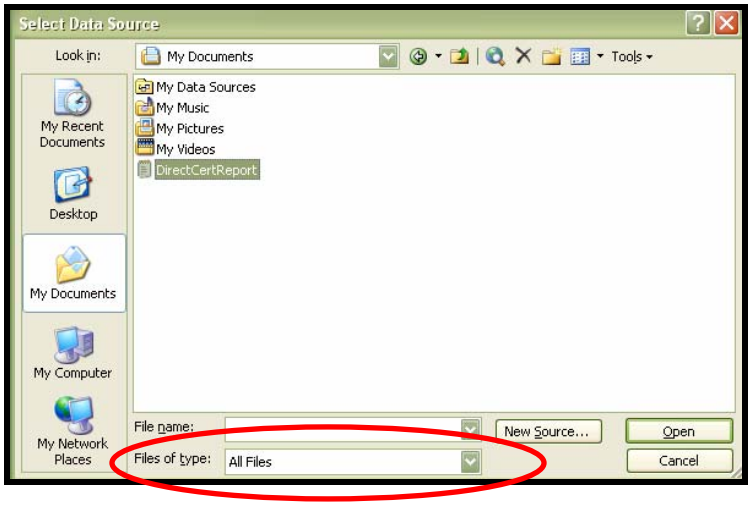


Appendix A - Importing CSV into Microsoft Excel

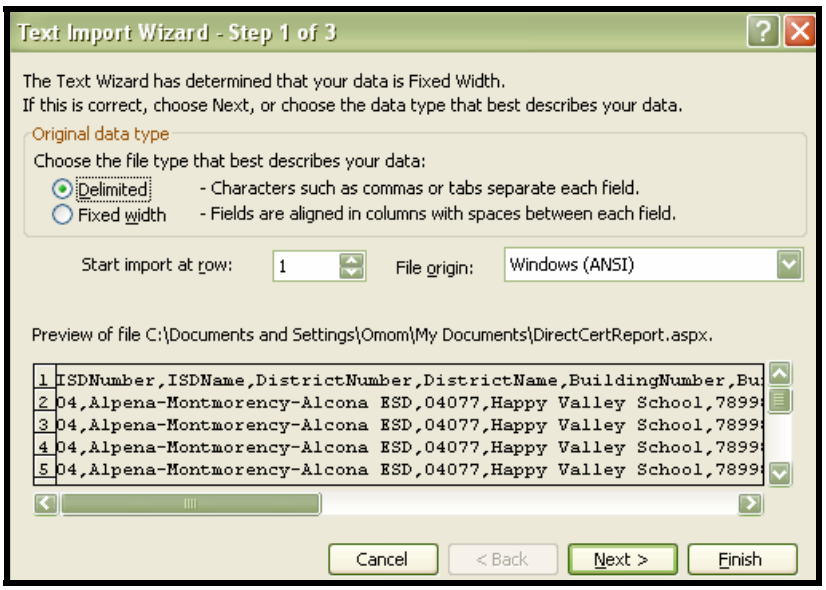
1. Open Microsoft Excel
2. Go to "Data ►Import External Data ► Import Data"



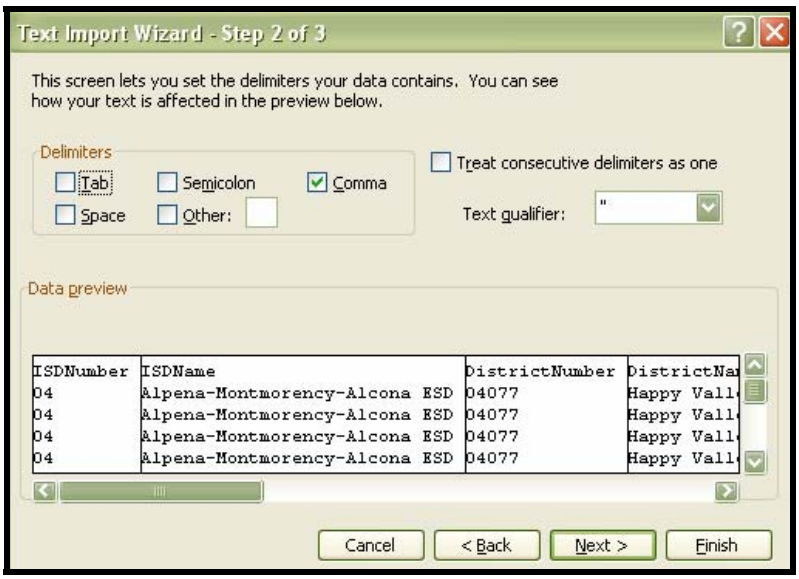
3. You will be asked to select the data source for which you wish to import. Select "All Files" under "Files of type". Select your Direct Certification Report and click "Open".



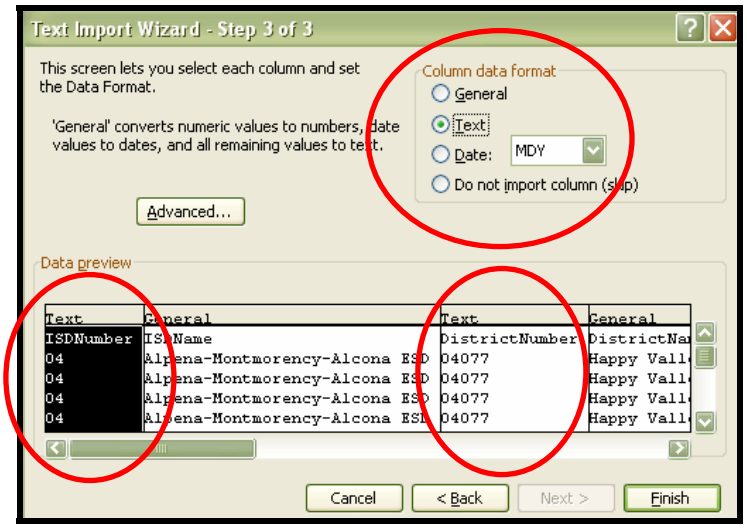
4. The Text Import Wizard – Step 1 of 3 screen will appear. Choose "Delimited" and click "Next".

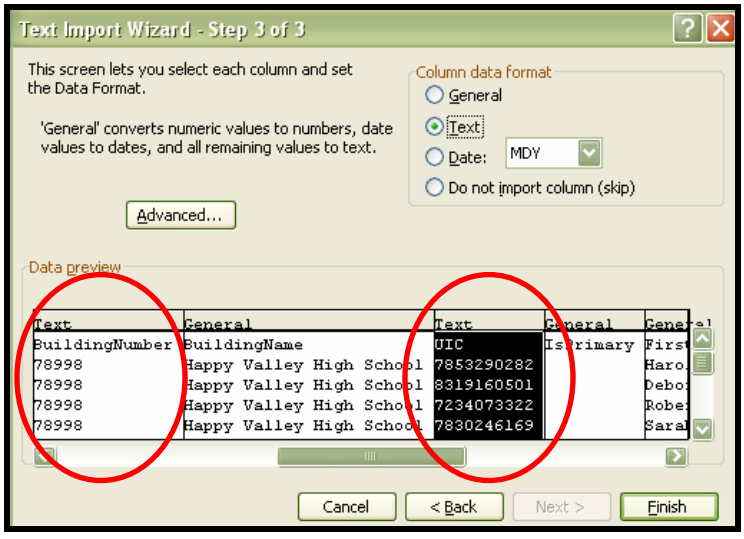


5. The Text Import Wizard – Step 2 of 3 screen will appear. Choose "Comma" as the delimiter. Click "Next".

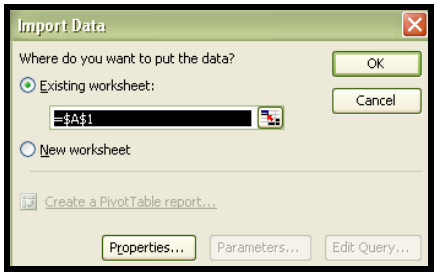


6. The Text Import Wizard – Step 3 of 3 screen will appear. Click on the "ISDNumber" column then choose "text" under the "Column data format". Repeat this step for the following columns: DistrictNumber, BuildingNumber and UIC. Use the scroll bar to view all columns. When complete, click "Finish". **NOTE: Changing these columns to a text data format will prevent the removal of any leading zeros when the file is imported.**

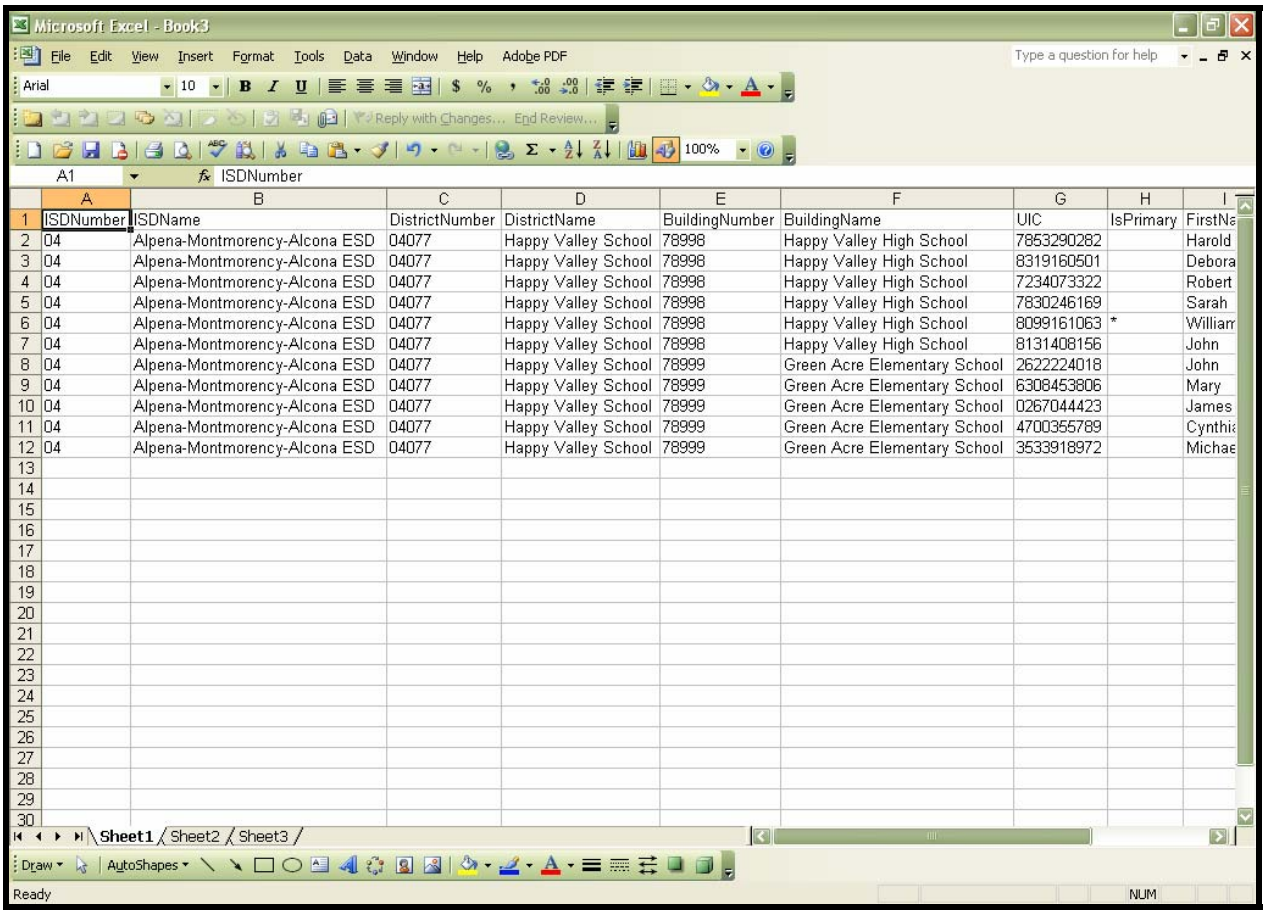




7. After clicking "Finish", the following screen will be displayed. Click "Ok".



8. The CSV file has now been imported into Microsoft Excel.



Microsoft Excel - Book3

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Arial 10

Reply with Changes... End Review...

100%

A1 ISDNumber

	A	B	C	D	E	F	G	H	I
1	ISDNumber	ISDName	DistrictNumber	DistrictName	BuildingNumber	BuildingName	UIC	IsPrimary	FirstNa
2	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7853290282		Harold
3	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8319160501		Debora
4	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7234073322		Robert
5	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	7830246169		Sarah
6	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8099161063	*	Williar
7	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78998	Happy Valley High School	8131408156		John
8	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	2622224018		John
9	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	6308453806		Mary
10	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	0267044423		James
11	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	4700355789		Cynthi
12	04	Alpena-Montmorency-Alcona ESD	04077	Happy Valley School	78999	Green Acre Elementary School	3533918972		Michae
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Sheet1 Sheet2 Sheet3

Draw AutoShapes

Ready NUM

Appendix B – Direct Certification Report Field Descriptions

Field Number	Field Name	Description
1	ISD Number	State-Assigned ISD Number
2	ISD Name	ISD Name
3	District Number	State-Assigned District Number
4	District Name	District Name
5	Building Number	State-Assigned Building Number
6	Building Name	Building Name
7	UIC	Unique Identification Code (10-character)
8	IsPrimary	"*" = Student has multiple linked UICs or blank
9	First Name	Student's First Name
10	Middle Initial	Student's Middle Initial, can be blank
11	Last Name	Student's Last name
12	DOB	Date of Birth (MM/DD/YYYY)
13	Gender	"M" = Male, "F" = Female
14	Student Number	Local student ID number assigned by the district, can be blank
15	Matched Date	Date student was matched as directly certified (M/DD/YYYY)